



DOWNTOWN MANAGEMENT BOARD

January 19, 2010

1. Call to Order - 7:00 P.M. (immediately following Downtown Development Authority Board meeting) - City Hall Community Room
2. Consent Agenda:
 - (a) Approval of the regular meeting minutes of November 17, 2009
 - (b) Payment of bills
 - (c) Acceptance of expense and income reports
3. Organization of Board - Elections of a Chairperson and Vice Chairperson and adoption of a schedule of regular meetings
4. New Business:
 - (a) Reports by Downtown Management Board committees
 - (b) Report by the Petoskey Regional Chamber of Commerce
 - (c) Report by the City staff
5. Miscellaneous
6. Adjournment

MISSION STATEMENT

A self-governing board dedicated to planning, promoting, and preserving the downtown business district - the hub of our community - for the greater good of the business, professional, social, cultural and service activities located within the defined downtown area.

Purposes of the Downtown Development Authority Board of Directors and Downtown Management Board are to: (1) Provide leadership for the implementation of improvements as outlined in the Downtown Master Plan as adopted by the City of Petoskey in 1987; (2) Promote public and private development and physical improvements in the downtown business district as initiated by individuals and organizations; (3) Serve as an advisory body to the City of Petoskey in matters pertaining to the downtown business district; and (4) Cooperate/coordinate appropriate downtown programs and projects with the Petoskey Gaslight-Downtown Association and the Petoskey Regional Chamber of Commerce.



BOARD: Downtown Management Board

MEETING DATE: January 19, 2010 **PREPARED:** January 13, 2010

AGENDA SUBJECT: Consent Agenda

RECOMMENDATION: That the Downtown Management Board approve items and administrative transactions that have been included on the Consent Agenda

The Downtown Management Board will be asked to approve the January 19 consent agenda that includes: (1) Enclosed minutes of the Downtown Management Board meeting of November 17, 2009 (the Board did not meet in December); (2) Acknowledgement of bills since November 17, 2009; and (3) Acceptance of the December, 2009, and January, 2010, expense and income reports as prepared by the Petoskey Regional Chamber of Commerce staff.

dd
Enclosures

MINUTES



DOWNTOWN MANAGEMENT BOARD

November 17, 2009

A regular meeting of the City of Petoskey Downtown Management Board was held in the City Hall Community Room, Petoskey, Michigan, on Tuesday, November 17, 2009. The meeting was called to order at 7:00 P.M., and the following were

Present: Lawrence Rochon, Chairperson
James M. Reid, Jr., Vice Chairperson
David Carlson
Liz Gowans-Ahrens
H. Ted Pall, Jr., M.D., Mayor

Absent: David Marvin
Rodney Phillips
Jennifer Shorter
Michael Teska

Also in attendance was City Manager Dan Ralley, and Petoskey Regional Chamber of Commerce President Carlin Smith and Downtown Director Becky Goodman.

Approve Consent Agenda Items

the Downtown Management Board meeting were approved as submitted; and acknowledgement of payment of bills since October 20, 2009, that totaled \$23,156.92, and acceptance of the November, 2009, expense and income reports, were approved as submitted.

As the first item of routine business, upon motions made and seconded, draft minutes of the October 20, 2009, regular-session meeting of the Downtown Management Board meeting were approved as submitted; and acknowledgement of payment of bills since October 20, 2009, that totaled \$23,156.92, and acceptance of the November, 2009, expense and income reports, were approved as submitted.

Hear Committee Reports

delinquent parking fines; that the free-parking coupon would again be available that could be redeemed at the Chamber office; and that six businesses had signed up to participate in meter sponsorships to provide on-street free parking.

The Downtown Director then reported for the Parking Committee and advised that she had met with the City Attorney to help resolve collection of delinquent parking fines; that the free-parking coupon would again be available that could be redeemed at the Chamber office; and that six businesses had signed up to participate in meter sponsorships to provide on-street free parking.

The Downtown Director reported on behalf of the Marketing Committee that the Committee would be filming holiday commercials November 18; and that a mailer-piece had been prepared with funding by 12 ad sponsorships that had made this program self-sufficient.

The Downtown Director reported on behalf of the Design Committee that the Committee had completed its review of Design Guidelines and would be bringing this matter before the Downtown Management Board at its December 15 meeting; that the Downtown Director would have before-and-after pictures of façade grant building renovations; and that a Design Committee member, who is also a representative of Beckett and Raeder, Petoskey, had contacted the Design Committee and offered to assist with discussion of bike rack placements in the downtown.

The Downtown Director further reported that the Events Committee had conducted recent October 30 Ghost Walk and October 31 Halloween children's activities and had experienced inclement weather but that the events had been well attended; reported about upcoming Holiday Parade and Holiday Open House activities; and noted the change to a velvet bow on holiday street decorations.

The Downtown Director also reported for the Business Recruitment-Retention Committee that included the openings of a yarn store and a jewelry shop by the holiday season; and that a recent window-dressing seminar had been very successful and well attended.

Hear Chamber Report; and
Approve \$25,000 Operational Account

The Petoskey Regional Chamber of Commerce President reported about the upcoming December 1 Breakfast of Champions program; and reviewed a November 13 memorandum that had been included as part of November 17 meeting-agenda materials that requested the Downtown Management Board consider establishing an operating account for the Chamber to accommodate administrative costs of the Downtown Management Board that exceeded cash-flow levels of the Chamber in awaiting reimbursement for these costs; asked that the Board consider a \$25,000 amount to establish this operating account that could be funded from Parking Fund carryover monies; and that a written agreement would be established to regulate this account.

Downtown Management Board members concurred in establishing such an account with \$25,000, and asked that the Chamber President provide a written agreement for approval by the Downtown Management Board at the Board's December 15 meeting.

Hear City Staff Report

The City Manager reviewed status of the 2010 Annual Budget that included a December 7 public hearing to receive comments concerning the budget and property-tax millage rates proposed for 2010; reported that interviews of six potential candidates for the Director of Public Safety position would be held Friday and Saturday, November 20 and 21, by three separate interview panels - City Council, City Management Team, and a Community Leaders Team that included participation by the Downtown Management Board Chairperson; that special-assessment invoices for 2010 programs and services would be mailed within the next several days with the addition of a paragraph to explain its origin and process; that signs had been installed in the downtown that noted sidewalks were for pedestrian-use only and prohibited skateboards and bicycles; and briefly discussed entryway signs (the Downtown Director reported that she would be bringing this matter to the Downtown Management Board for direction at a later date).

There being no further business to come before the Downtown Management Board, the meeting was adjourned at 8:15 P.M.

PAYMENT OF BILLS

PETOSKEY DOWNTOWN MANAGEMENT BOARD
BILLS PAID AS OF December 8, 2009

2009 BILLS

Petoskey Regional Chamber of Commerce	(Monthly Contract Agreement)	(Parking Fund)	\$ 750.00
DOWNTOWN MANAGEMENT BOARD - Programs & Services			
PRCC	(Holiday Parade)	(Kathy Bardins - Events Coordinator)	(Downtown Assessment) \$ 2,000.00
PRCC	(Holiday Open House)	(Kathy Bardins - Events Coordinator)	(Downtown Assessment) \$ 600.00
PRCC	(Holiday Decorations)	(Bill's Farm Market - Roping)	(Downtown Assessment) \$ 1,771.25
PRCC	(Holiday Parade)	(Trophy Case - Silver Tags)	(Downtown Assessment) \$ 156.25
PRCC	(Business Retention)	(Scott Day - Travel Expense)	(Downtown Assessment) \$ 1,098.94
PRCC	(Business Retention)	(Goodman-Credit Card - Perry Hotel)	(Downtown Assessment) \$ 30.00
PRCC	(Holiday Parade)	(WSTR - Radio - Inv. 2472-00087)	(Downtown Assessment) \$ 107.24
PRCC	(Holiday Parade)	(WFDX - Radio - Inv. 2472-00086)	(Downtown Assessment) \$ 107.24
PRCC	(Holiday Parade)	(WKLZ - Radio - Inv. 2472-00085)	(Downtown Assessment) \$ 107.24
PRCC	(Holiday Parade)	(Personal Graphics - Banner - Inv. 9946)	(Downtown Assessment) \$ 129.85
PRCC	(Fall Kids Fest)	(Goodman-Credit Card - Glens)	(Downtown Assessment) \$ 50.74
PRCC	(Business Retention)	(Goodman-Credit Card-City Park/Perry)	(Downtown Assessment) \$ 45.00
PRCC	(Holiday Parade)	(Personal Graphics - Sign - Inv. 9951)	(Downtown Assessment) \$ 689.00
PRCC	(Contracted Services)	(Northwest Ser.-Snowplowing-Inv. 1933)	(Downtown Assessment) \$ 4,220.00
PRCC	(Holiday Decorations)	(Meyer Ace - Lites)	(Downtown Assessment) \$ 585.75
PRCC	(Business Retention)	(Stafford's Hospitality - Window Dressing)	(Parking Fund) \$ 20.60
PRCC	(Holiday Decorations)	(Standard Electric-Locking-Inv. 868633-02)	(Parking Fund) \$ 89.76
PRCC	(Holiday Decorations)	(Standard Electric-Locking-Inv. 868633-01)	(Parking Fund) \$ 801.04
ScottDay	(Economic Enhancement)	(Scott Day - Urban Development Services)	(Downtown Assessment) \$ 2,500.00
DOWNTOWN MANAGEMENT BOARD - Parking Expenses			
PRCC	(Marketing Services)	(The 45th - 1/3 Page - Inv. T4563791)	(Parking Fund) \$ 810.00
PRCC	(Marketing Services)	(Creative I - TV Ads - Inv. L072308)	(Parking Fund) \$ 3,000.00
PRCC	(Marketing Services)	(Goodman-Credit Card-Elsie's Hallmark)	(Parking Fund) \$ 14.38
PRCC	(Materials & Supplies)	(Print Shop - Tickets - Inv. 8298)	(Parking Fund) \$ 164.30
PRCC	(Materials & Supplies)	(Complete Paint-Paint-Inv. P103018)	(Parking Fund) \$ 229.00
PRCC	(Materials & Supplies)	(Culligan - Water - Inv. 800186474/186475)	(Parking Fund) \$ 33.50
PRCC	(Equipment Repair)	(Goodman-Credit Card - USPS)	(Parking Fund) \$ 15.84
PRCC	(Office Supplies)	(PRCC - Postage & Copies)	(Parking Fund) \$ 46.96
PRCC	(Office Supplies)	(Meyer Ace - Ties - Inv. 348555)	(Parking Fund) \$ 10.28
PRCC	(Office Supplies)	(Goodman-Credit Card-City/K-Mart)	(Parking Fund) \$ 246.49
PRCC	(Conference)	(Goodman-Credit Card-Alpen/Haworth)	(Parking Fund) \$ 140.07
PRCC	(Contracted Services)	(Salaries & Taxes - Nov 23rd)	(Parking Fund) \$ 2,690.57
PRCC	(Contracted Services)	(401(k) Plan - Nov 23rd)	(Parking Fund) \$ 159.24
PRCC	(Contracted Services)	(401(k) Plan - Nov 13th)	(Parking Fund) \$ 106.16
PRCC	(Contracted Services)	(Barry Cole - Auto Allowance)	(Parking Fund) \$ 25.00
PRCC	(Contracted Services)	(BC-BS - Dec thru Jan)	(Parking Fund) \$ 504.25
PRCC	(Contracted Services)	(William Thompson - Rent - December)	(Parking Fund) \$ 500.00
PRCC	(Contracted Services)	(Sunshine Window Cleaning - Inv. 18859)	(Parking Fund) \$ 80.00
PRCC	(Contracted Services)	(Hog Wyld - Office Cleaning - November)	(Parking Fund) \$ 92.00
PRCC	(Capital Outlay)	(Goodman-Credit Card-Bed Bath & Beyond)	(Parking Fund) \$ 183.33
PRCC	(Other)	(Goodman-Credit Card-City of Petoskey)	(Parking Fund) \$ 150.00
PRCC	(Utilities)	(DTE Energy - Natural Gas)	(Parking Fund) \$ 178.09
PRCC	(Utilities)	(Charter Business-Telephone/Internet-Dec)	(Parking Fund) \$ 224.32
PRCC	(Utilities)	(City of Petoskey-October)	(Parking Fund) \$ 38.65
Complete	(Parking Meter Maintenance)	(Complete Paint-Paint-Inv. P103422)	(Parking Fund) \$ 77.00
AT&T	(Utilities)	(AT&T-Cell Phones-Oct-Nov)	(Parking Fund) \$ 183.53
Russell	(Façade Improvement)	(Dave Russell- Façade Improvement Grant)	(Parking Fund) \$ 4,000.00
R Smith	(Façade Improvement)	(Richard Smith-Façade Improvement Grant)	(Parking Fund) \$ 4,000.00
Total Bills Due:			\$ 33,762.86

PETOSKEY DOWNTOWN MANAGEMENT BOARD

BILLS PAID AS OF January 12, 2010

2009 BILLS

Petoskey Regional Chamber of Commerce	(Monthly Contract Agreement)	(Parking Fund)	\$	750.00
DOWNTOWN MANAGEMENT BOARD - Programs & Services				
PRCC	(Holiday Parade)	(Kathy Bardsins - Inv. 511)	(Downtown Assessment)	\$ 60.03
PRCC	(Holiday Parade)	(Traverse Magazine - Inv. 2009-54947)	(Downtown Assessment)	\$ 510.00
PRCC	(Holiday Parade)	(N. Michigan Review - November Billing)	(Downtown Assessment)	\$ 400.00
PRCC	(Holiday Parade)	(Express Publication - Inv. 44559)	(Downtown Assessment)	\$ 379.00
PRCC	(Holiday Parade)	(Reindeer Ranch - Inv. 914)	(Downtown Assessment)	\$ 600.00
PRCC	(Holiday Parade)	(Steve Weber - Tree Ornaments)	(Downtown Assessment)	\$ 450.00
PRCC	(Holiday Parade)	(Northern Star Broadcasting-Inv. 50823)	(Downtown Assessment)	\$ 600.00
PRCC	(Holiday Parade)	(PRCC Downtown Marketing - McCarty)	(Downtown Assessment)	\$ 100.00
PRCC	(Contracted Services)	(Northwest Ser.-Snowplowing-Inv. 1936)	(Downtown Assessment)	\$ 2,916.60
PRCC	(Contracted Services)	(Northwest Ser.-Snowplowing-Inv. 1959)	(Downtown Assessment)	\$ 3,312.44
PRCC	(Open House)	(American Waste - Inv. 3694619)	(Downtown Assessment)	\$ 35.00
PRCC	(Open House)	(American Waste - Inv. 3694626)	(Downtown Assessment)	\$ 70.00
PRCC	(Open House)	(PRCC Downtown Marketing - Santa Claus)	(Downtown Assessment)	\$ 100.00
PRCC	(Open House)	(At Your Service - Inv. 17317)	(Downtown Assessment)	\$ 170.00
PRCC	(Holiday Parade)	(Goodman Credit Card - Nov-Dec)	(Downtown Assessment)	\$ 14.29
PRCC	(Beautification)	(Goodman Credit Card - Nov-Dec)	(Downtown Assessment)	\$ 42.38
PRCC	(Business Retention)	(Goodman Credit Card - Nov-Dec)	(Downtown Assessment)	\$ 25.00
PRCC	(Decorations)	(Meyer Ace - Inv. 348733)	(Downtown Assessment)	\$ 10.78
DOWNTOWN MANAGEMENT BOARD - Parking Expenses				
PRCC	(Marketing Services)	(Alphageek Web Design - Inv. 4233)	(Parking Fund)	\$ 52.50
PRCC	(Marketing Services)	(Hartweel Digital Media - Inv. 561)	(Parking Fund)	\$ 300.00
PRCC	(Marketing Services)	(N. Michigan Review - November Billing)	(Parking Fund)	\$ 745.00
PRCC	(Marketing Services)	(Express Publication - Inv. 44559)	(Parking Fund)	\$ 329.00
PRCC	(Marketing Services)	(WTCM - Inv. 14110)	(Parking Fund)	\$ 825.00
PRCC	(Marketing Services)	(WKLZ - Inv. 4690-00002)	(Parking Fund)	\$ 350.00
PRCC	(Marketing Services)	(WFDX - Inv. 4690-00003)	(Parking Fund)	\$ 350.00
PRCC	(Marketing Services)	(WSRT - Inv. 4690-00004)	(Parking Fund)	\$ 350.00
PRCC	(Marketing Services)	(9&10 News - Inv. 75330)	(Parking Fund)	\$ 1,025.00
PRCC	(Marketing Services)	(Express Publication - Inv. 44743)	(Parking Fund)	\$ 508.00
PRCC	(Marketing Services)	(N. Michigan Review - December Billing)	(Parking Fund)	\$ 639.12
PRCC	(Marketing Services)	(Charter Media - Inv. 772557)	(Parking Fund)	\$ 1,498.00
PRCC	(Marketing Services)	(MacDonald Garber - Inv. X369-00072)	(Parking Fund)	\$ 1,040.00
PRCC	(Materials & Supplies)	(Integrity - Inv. 434830-0)	(Parking Fund)	\$ 19.07
PRCC	(Materials & Supplies)	(Integrity - Inv. 431933-0)	(Parking Fund)	\$ 39.10
PRCC	(Materials & Supplies)	(Meyer Ace - Inv. 348688)	(Parking Fund)	\$ 34.48
PRCC	(Materials & Supplies)	(Meyer Ace - Inv. 348860)	(Parking Fund)	\$ 3.79
PRCC	(Materials & Supplies)	(Goodman-Credit Card - Amazon.com)	(Parking Fund)	\$ 59.68
PRCC	(Capital Outlay)	(Goodman-Credit Card - Lowes)	(Parking Fund)	\$ 118.65
PRCC	(Office Supplies)	(Goodman-Credit Card - USPS)	(Parking Fund)	\$ 103.20
PRCC	(Office Supplies)	(Meyer Ace - Inv. 348879)	(Parking Fund)	\$ 8.99
PRCC	(Contracted Services)	(Salaries & Taxes - Dec 8th & Dec 22nd)	(Parking Fund)	\$ 6,278.45
PRCC	(Contracted Services)	(401(k) Plan - Dec 24th)	(Parking Fund)	\$ 106.16
PRCC	(Contracted Services)	(Unemployment -4th Qtr.)	(Parking Fund)	\$ 37.96
PRCC	(Contracted Services)	(Chase - Bank Chargers - December)	(Parking Fund)	\$ 29.53
PRCC	(Contracted Services)	(Sunshine Window Cleaning - Inv. 18963)	(Parking Fund)	\$ 20.00
PRCC	(Contracted Services)	(New Parking - Inv. 23109113001)	(Parking Fund)	\$ 103.50
PRCC	(Contracted Services)	(Tom Rigg - Support - December 22nd)	(Parking Fund)	\$ 13.00
PRCC	(Contracted Services)	(Parking Ambassadors - Certificates)	(Parking Fund)	\$ 75.00
PRCC	(Utilities)	(DTE Energy - Natural Gas)	(Parking Fund)	\$ 170.28
PRCC	(Utilities)	(City of Petoskey-Nov-Dec)	(Parking Fund)	\$ 36.15
PRCC	(Signs)	(Sign & Design - Inv. 20091304)	(Parking Fund)	\$ 319.06
PRCC	(Capital Outlay)	(Mitchell St. Frameworks - Inv. 10037)	(Parking Fund)	\$ 38.15
PRCC	(Façade Grants)	(JC Penney - Parking Façade Grant)	(Parking Fund)	\$ 3,500.00
Wonnacott	(Contracted Services)	(Shawn Wonnacott-Snow removal)	(Parking Fund)	\$ 4,440.00
Dunkel	(Contracted Services)	(Ron Dunkel Excavating - Inv. 3343)	(Parking Fund)	\$ 5,700.00
Wonnacott	(Contracted Services)	(Shawn Wonnacott-Snow removal)	(Parking Fund)	\$ 1,820.00
Dunkel	(Contracted Services)	(Ron Dunkel Excavating - Inv. 3357)	(Parking Fund)	\$ 3,615.00
DGN	(Professional Services)	(Dennis Gartland & Niergarth - Prof Serv)	(Parking Fund)	\$ 15.37
AT&T	(Utilities)	(AT&T-Cell Phones-Nov-Dec)	(Parking Fund)	\$ 183.53

Total Bills Due:

\$ 45,445.24

PETOSKEY DOWNTOWN MANAGEMENT BOARD
BILLS PAID AS OF Janaury 12, 2010

2010 BILLS

Petoskey Regional Chamber of Commerce (Monthly Contract Agreement) (Parking Fund) \$ 750.00

DOWNTOWN MANAGEMENT BOARD - Programs & Services

DOWNTOWN MANAGEMENT BOARD - Parking Expenses

PRCC	(DT Office Operations)	(Salaries & Taxes - January 8th)	(Parking Fund)	\$	2,862.65
PRCC	(DT Office Operations)	(Edward Jones-Simple IRA - Jan 8th)	(Parking Fund)	\$	48.86
PRCC	(DT Office Operations)	(Barry Cole - Auto Allowance)	(Parking Fund)	\$	25.00
PRCC	(DT Office Operations)	(BC-BS - Jan thru Feb)	(Parking Fund)	\$	504.25
PRCC	(DT Office Operations)	(William Thompson - Rent - Janaury)	(Parking Fund)	\$	500.00
PRCC	(DT Office Operations)	(Charter Business - Janaury)	(Parking Fund)	\$	224.39

Total Bills Due: \$ 4,915.15

EXPENSE AND INCOME REPORTS

**Programs Services
Monthly Expense Report**

CARRY OVER FROM 2008 = \$65,000

Bills Paid as of December 10, 2009

EXPENSES

	Budget	Current Month	YTD	YTD 2008	Budget Balance
<u>Events</u>					
Concerts in the Park Pledge	4000	0.00	4,000.00	4,000.00	0.00
Gallery Walk Pledge	500	0.00	500.00	500.00	0.00
Fourth of July Pledge	500	0.00	500.00	500.00	0.00
Sidewalk Sales	5000	0.00	5,629.50	3,659.48	-629.50
Fall Festival	2000	50.74	50.74	40.00	1,949.26
Goodman CC/Glen's \$50.74					
Holiday Parade	3000	1,296.82	2,196.82	5,809.90	803.18
Trophy Case/Silver tags \$156.25					
WSTR Radio/Ads \$107.24					
WFDX Radio/Ads \$107.24					
WKLZ Radio \$107.24					
Personal Graphics/Banner \$129.85					
Personal Graphics/Signs \$689					
Holiday Open House	2000	0.00	0.00	359.53	2,000.00
Santa's Visit	700	0.00	0.00	500.00	700.00
New Events	3000	0.00	3,004.93		-4.93
Festival on the Bay Pledge	2500	0.00	2,500.00	2,500.00	0.00
Farmers Market Pledge	500	0.00	500.00	500.00	0.00
Wonder Weekend	3000	0.00	2,549.00	3,334.50	451.00
Spring Open House	2500	0.00	4,226.71	2,489.70	-1,726.71
Shopping Scramble Pledge	500	0.00	500.00	0.00	0.00
<u>Economic Enhancement</u>					
Design Guidelines	0	2,500.00	10,092.24	550.52	-10,092.24
Scott Day/Design Guidelines \$2,500					
Business Recruitment/Retention	4000	1,194.54	1,772.05	86.28	2,227.95
Scott Day/Seminar \$1098.94					
Goodman/CC Perry \$30.00					
Stafford's/Window Dressing \$20.60					
Goodman/CC City Park \$Perry \$45					
<u>Beautification</u>					
Flowers	4000	0.00	3,188.65	3,180.55	811.35
Holiday Decorations	8000	3,247.80	9,752.20	4,779.20	-1,752.20
Bill's Farm Market/Roping \$1,771.25				6,084.62	
Meyer ACE/Lights \$585.75					
Standard Electric/locking \$89.76					
Standard Electric/locking \$801.04					
Capital Outlay	5000	0.00	0.00	0.00	5,000.00
<u>Administrative</u>					
Contracted Labor	12000	4,220.00	12,295.79	14,264.05	-295.79
thwest Services/Snowplowing \$4,220					
Events Coordinator	7000	2,600.00	7,000.00		0.00
Kathy Bardins/Holiday Parade \$2,000					
thy Bardins/Hoiday Open House \$600					
Equipment Repairs	1500	0.00	0.00	0.00	1,500.00

**Programs Services
Monthly Expense Report**

Materials & Supplies	6000	0.00	6,023.90	4,389.15	-23.90
Educ., Mbshps., Sbscrt.	3700	0.00	3,915.15	3,225.64	-215.15
Insurance & Bonds	1000	0.00	0.00	130.90	1,000.00
Other	500	0.00	189.71	100.90	310.29

TOTAL EXPENSES	82400	15,109.90	80,387.39	60,984.92	2,012.61
-----------------------	--------------	------------------	------------------	------------------	-----------------

Total Advertising Costs to Date	BLUES	1727.00
	WW	2519.00
	SOH	3003.00
	SWS	5074.00
	PARADE	322.00
	HOH	0.00
	SANTA'S VISIT	0.00

Total Income from Events to Date	WW	210.00
	SOH	950.00
	GHOST WALK	470.00
	PARADE	3450.00
	SEMINAR	400.00

**Programs Services
Monthly Expense Report**

CARRY OVER FROM 2008 = \$65,000

**2009 Year End
EXPENSES**

	Budget	Current Month	YTD	YTD 2008	Budget Balance
<u>Events</u>					
Concerts in the Park Pledge	4000	0.00	4,000.00	4,000.00	0.00
Gallery Walk Pledge	500	0.00	500.00	500.00	0.00
Fourth of July Pledge	500	0.00	500.00	500.00	0.00
Sidewalk Sales	5000	0.00	5,629.50	3,659.48	-629.50
Fall Festival	2000	0.00	50.74	40.00	1,949.26
Holiday Parade	3000	3,113.32	5,310.14	6,025.90	-2,310.14
K Bardins/parade props \$60.03					
Traverse Mag/Ad \$510					
N MI Review/Ad \$400					
Express Pub/Ad \$379					
Reindeer Ranch/Reindeer \$600					
Steve Weber/Ornaments \$450					
Northern Star Broadcast/\$600					
PRCC Mktg/Treasure Cert. \$100					
odmanCC/Ornament Supplies \$14.29					
Holiday Open House	2000	375.00	375.00	1,084.53	1,625.00
American Waste/Dumpster \$35					
American Waste/Dumpster \$70					
PRCCMktg/Treasure Cert. \$100					
At Your Service/PortaJohns \$170					
Santa's Visit	700	0.00	0.00	500.00	700.00
New Events	3000	0.00	3,004.93		-4.93
Festival on the Bay Pledge	2500	0.00	2,500.00	2,500.00	0.00
Farmers Market Pledge	500	0.00	500.00	500.00	0.00
Wonder Weekend	3000	0.00	2,549.00	3,334.50	451.00
Spring Open House	2500	0.00	4,226.71	2,489.70	-1,726.71
Shopping Scramble Pledge	500	0.00	500.00	500.00	0.00
<u>Economic Enhancement</u>					
Design Guidelines	0	0.00	10,092.24	550.52	-10,092.24
Business Recruitment/Retention	4000	25.00	1,979.05	86.28	2,020.95
Goodman CC/Perry Hotel \$25					
<u>Beautification</u>					
Flowers	4000	42.38	3,231.03	3,180.55	768.97
Goodman CC/Winter Planters \$42.38					
Holiday Decorations	8000	10.78	9,762.98	6,216.68	-1,762.98
Meyer ACE/Cable ties \$10.78					
Capital Outlay	5000	0.00	0.00	0.00	5,000.00
<u>Administrative</u>					
Contracted Labor	12000	6,229.04	18,524.83	22,461.16	-6,524.83
ast Services/Snow Removal \$2916.60					
ast Services/Snow Removal \$3312.44					
Events Coordinator	7000	0.00	7,000.00		0.00
Equipment Repairs	1500	0.00	0.00	0.00	1,500.00

**Programs Services
Monthly Expense Report**

Materials & Supplies	6000	0.00	6,023.90	4,389.15	-23.90
Educ., Mbshps., Sbscrt.	3700	0.00	3,915.15	3,225.64	-215.15
Insurance & Bonds	1000	0.00	0.00	130.90	1,000.00
Other	500	0.00	189.71	389.03	310.29

TOTAL EXPENSES	82400	9,795.52	90,364.91	72,348.64	-7,964.91
-----------------------	--------------	-----------------	------------------	------------------	------------------

Total Advertising Costs to Date	BLUES	1727.00
	WW	2519.00
	SOH	3003.00
	SWS	5074.00
	PARADE	2211.00
	HOH	0.00
	SANTA'S VISIT	0.00
	Total	14534.00

Total Income from Events to Date	WW	210.00
	SOH	950.00
	PARADE	3450.00
	SEMINAR	400.00
	Total	5480.00

**Programs Services
Monthly Expense Report**

CARRY OVER FROM 2009 = \$65,000

January-10

EXPENSES

	Budget	Current Month	YTD	YTD 2009	Budget Balance
<u>Events</u>					
Concerts in the Park Pledge	2000	0.00	0.00	0.00	2000.00
Gallery Walk	500	0.00	0.00	0.00	500.00
Fourth of July Pledge	800	0.00	0.00	0.00	800.00
Sidewalk Sales	4000	0.00	0.00	0.00	4000.00
DT Trick or Treat & Ghost Walk	0	0.00	0.00	0.00	0.00
Holiday Parade	3000	0.00	0.00	0.00	3000.00
Holiday Open House	2000	0.00	0.00	0.00	2000.00
Santa's Visit	200	0.00	0.00	0.00	200.00
New Events	2000	0.00	0.00	0.00	2000.00
Festival on the Bay Pledge	2500	0.00	0.00	0.00	2500.00
Farmers Market Pledge	500	0.00	0.00	0.00	500.00
Wonder Weekend	1500	0.00	0.00	0.00	1500.00
Spring Open House	2500	0.00	0.00	0.00	2500.00
Shopping Scramble	500	0.00	0.00	0.00	500.00
Winter Blues Festival	3000	0.00	0.00	0.00	3000.00
<u>Economic Enhancement</u>					
Design Guidelines	0	0.00	0.00	0.00	0.00
Business Recruitment/Retention	2500	0.00	0.00	0.00	2500.00
<u>Beautification</u>					
Flowers	3000	0.00	0.00	0.00	3000.00
Holiday Decorations	8000	0.00	0.00	0.00	8000.00
Capital Outlay	0	0.00	0.00	0.00	0.00
<u>Administrative</u>					
Contracted Labor	12000	0.00	0.00	790.00	12000.00
Events Coordinator	6400	0.00	0.00	0.00	6400.00
Equipment Repairs	500	0.00	0.00	0.00	500.00
Materials & Supplies	5000	0.00	0.00	1,644.00	5000.00
Educ., Mbshps., Sbscrt.	3500	0.00	0.00	660.00	3500.00
Insurance & Bonds	1000	0.00	0.00	0.00	1000.00
Other	200	0.00	0.00	0.00	200.00
TOTAL EXPENSES	67100	0.00	0.00	3,094.00	67100.00

Total Advertising Costs to Date

Total Income from Events to Date

2010 Programs Services Budget

Projected Carry Forward to 2010 \$49,000

	2010 Budget	2009 Actual	2008 Actual	2007 Actual	2006 Actual	2005 Actual	2004 Actual 7/31/2004
REVENUE							
Downtown Assessments	55400	55400	54823	57204	57000	57560	56600
Interest Income	2500	2500	3626	4386	2000	2185	713
Penalties & Interest	500			213	500	407	230
Other	8700	5480	6510	4151	1500	33648	0
Total Revenue	67100	63380	64959	65954	61000	93800	57543
EXPENSES							
<u>Events</u>							
Concerts in the Park Pledge	2000	4000	4000	4000	4000	4000	4000
Gallery Walk	500	500	500	500	500	500	500
Fourth of July Pledge	800	500	500	500	500	500	500
Sidewalk Sales	4000	5630	3659	5303	5143	4309	4061
DT Trick or Treat & Ghost Walk	0	51	40	0	26	779	0
Holiday Parade	6000	5310	6025	7075	4925	3743	0
Christmas Open House	2000	375	1085	2430	1050	1850	0
Santa's Visit	200	0	500	350	156	155	0
Festival on the Bay Pledge	2500	2500	2500	2500	2500	2500	2500
New Events	2000	3005	0	0	4394	240	0
Farmers Market Pledge	500	500	500	500	500	500	
Wonder Weekend	1500	2549	3335	3455	0		
Spring Open House	2500	4227	2490	3051	0		
Shopping Scramble	500	500	500	500	0		
Winter Blues Festival	3000						
<u>Economic Enhancement</u>							
Design Guidelines	0	10092	551	1891	509	3177	0
Business Recruitment/Retention	2500	1979	86				
<u>Beautification</u>							
Flowers	3000	4000	3231	3181	2913	3143	3021
Holiday Decorations	8000	8000	9763	6216	7412	4591	246
Capital Outlay	0	5000	0	0	1767	31684	4329
<u>Administrative</u>							
Contracted Labor	9000	12000	18525	22461	2807	13265	10950
Equipment Repairs	500	1500	0	0	0	0	0
Materials & Supplies	5000	6000	6024	4386	3698	2011	814
Events Coordinator	6400	7000	7000				
Educ., Mbshps., Sbscrt.	3500	3915	3225	3292	1444	222	585
Insurance & Bonds	1000	500	130	1000	1000	774	774
Waterfront Kiosk	0	0	0	0	0	0	0
Other	200	189	389	25	81	0	0
TOTAL EXPENSES	67100	89821	74557	73615	45326	77943	32280
NET	0	-26441	-9598	-7661	15674	15857	25263

Parking Monthly Report

CARRY OVER FROM 2008 = \$405,000

Bills Paid as of December 10, 2009

REVENUE

	Budget	Current Month	YTD	YTD 2008	Budget Balance
Meters	300,000.00	18,082.07	274,654.73	273,701.05	25,345.27
Fines	60,000.00	4,157.05	43,709.27	50,521.23	16,290.73
Permits	38,000.00	760.00	20,635.00	28,538.50	17,365.00
Bags	1,000.00	385.00	3,735.00	1,022.50	-2,735.00
Tokens	1,200.00	83.00	1,327.20	1,748.25	-127.20
Interest	6,500.00	0.00	5,152.46	7,720.87	1,347.54
Meter Sponsorships	1,000.00	900.00	1,500.00	1,800.00	-500.00
Cell Phone Parking		193.35	2,506.65	505.30	0.00
Total Revenue	407,700.00	24,560.47	353,220.31	365,557.70	54,479.69

EXPENSES

Administrative Fees	9,700.00	0.00	0.00	0.00	9,700.00
Capital Outlay	20,000.00	183.33	11,137.27	28,764.00	8,862.73
Bed,Bath,&Beyond \$183.33					
Contracted Services	150,000.00	4,907.22	156,615.30	161,983.47	-6,615.30
PRCC/contract \$750					
salaries&Taxes/Nov.23 \$2,690.57					
401K Plan/Nov.23 \$159.24					
401K Plan/Nov.13 \$106.16					
Barry Cole/Auto Allowance \$25					
BC-BS/Dec-Jan \$504.25					
Wm Thompson/Rent \$500					
Sunshine Window/Cleaning \$80					
Hog Wyld/Office Cleaning \$92					
Equipment Repair	1,000.00	15.84	5,569.89	2,746.60	-4,569.89
Goodman CC/USPS \$15.84					
Materials/Supplies	5,000.00	503.80	6,368.35	13,423.50	-1,368.35
Print Shop/Tickets \$164.30					
Complete Paint/Paint \$229					
Culligan/Water \$33.50					
Complete Paint/Paint \$77					
Office Supplies	1,500.00	303.73	1,481.61	539.50	18.39
PRCC/Postage&Copies \$46.96					
Meyer ACE/Ties \$10.28					
Goodman CC/Kmart \$246.49					
Uniforms	1,000.00	0.00	415.24	968.10	584.76
Marketing Services	60,000.00	3,824.38	55,582.05	36,531.09	4,417.95
The 45th/Ad \$810					
TV & Radio Commercial \$3,000					
Goodman CC/Ad Props \$14.38					
Façade Grant Program	15,000.00	8,000.00	11,500.00	0.00	3,500.00
ve Russell/Façade Grant \$4,000					
ward Smith/Façade Grant \$4,000					
Professional Services	1,000.00	0.00	294.03	192.30	705.97
Utilities	500.00	624.59	4,114.12	135.92	-3,614.12
DTE Energy/\$178.09					

Parking Monthly Report

arter/phone and internet \$224.32					
City of Petoskey/October \$38.65					
AT&T/cell phones \$183.53					
Property Lease	1,000.00	0.00	840.00	0.00	160.00
Lot Lease Rental / Debt	80,000.00	0.00	0.00	0.00	80,000.00
MPA Confs./Mmbshp	1,000.00	140.07	140.07	0.00	859.93
oodman CC/MDA Conf. \$140.07					
Signs	1,000.00	0.00	0.00	0.00	1,800.00
Other	0.00	150.00	150.00		
man CC/City of Petoskey \$150					
Total Expenses	347,700.00	18,652.96	254,207.93	245,284.48	93,492.07
Net	60,000.00	5,907.51	99,012.38	120,273.22	-39,012.38

Parking Monthly Report

CARRY OVER FROM 2008 = \$405,000

2009 Year End

REVENUE

	Budget	Current Month	YTD	YTD 2008	Budget Balance
Meters	300,000.00	21,482.89	296,137.62	290,473.24	3,862.38
Fines	60,000.00	3,027.35	46,736.62	52,832.41	13,263.38
Permits	38,000.00	9,960.00	30,595.00	34,578.50	7,405.00
Bags	1,000.00	220.00	3,955.00	1,507.50	-2,955.00
Tokens	1,200.00	180.00	1,507.20	1,838.25	-307.20
Interest	6,500.00	81.64	5,234.10	7,889.10	1,265.90
Meter Sponsorships	1,000.00	1,500.00	3,300.00	2,700.00	-2,300.00
Cell Phone Parking		234.95	2,741.60	755.00	0.00
Total Revenue	407,700.00	36,686.83	390,207.14	392,574.00	17,492.86

EXPENSES

Administrative Fees	9,700.00	9,700.00	9,700.00	9,700.00	0.00
Capital Outlay	20,000.00	156.80	11,137.27	28,764.00	8,862.73
GoodmanCC/shelf \$118.65					
Il St. Frameworks/Frame \$38.15					
Contracted Services	150,000.00	22,988.60	179,603.90	180,032.53	-29,603.90
PRCC/contract \$750					
ies&Taxes 12/8-12/22 \$6278.45					
401k Plan/12/24 \$106.16					
employment/4th quarter \$37.96					
Chase Bank/Charges \$29.53					
Sunshine Window Cleaning \$20					
w Parking /Cell Parking \$103.50					
Tom Rigg/Support \$13					
mbassadors/Treasure Cert. \$75					
onnacott/Snow Removal \$10140					
vonnacott/Snow Removal \$5435					
Equipment Repair	1,000.00	0.00	5,569.89	2,751.18	-4,569.89
Materials/Supplies	5,000.00	156.12	6,524.47	13,699.05	-1,524.47
Integrity/Supplies \$!9.07					
Integrity/Supplies \$39.10					
MeyerACE/Buckets \$34.48					
MeyerACE/de-icer \$3.79					
oodmanCC/foot warmers \$59.68					
Office Supplies	1,500.00	112.19	1,593.80	539.50	-93.80
Meyer ACE/floor cleaner \$8.99					
manCC/USPS Postage \$103.20					
Uniforms	1,000.00	0.00	415.24	968.10	584.76
Marketing Services	60,000.00	8,011.62	63,593.67	59,225.12	-3,593.67
ek Web Design/Services \$52.50					
artwell Digital Media/Video \$300					
N MI Review/HomeLife Ad \$745					
Express Pub/Ad \$329					
WTCM/Holiday Image Ad \$825					
WKLZ/Holiday Image Ad \$350					
WFDX/Holiday Image Ad \$350					

Parking Monthly Report

WSRT/Holiday Image Ad \$350					
) News/Holiday Image Ad \$1025					
ress Pub/Holiday Image Ad\$508					
N Mi Review/Ads \$639.12					
Media/Holiday Image Ad \$1498					
Garber/Holiday Image Ad \$1040					
Façade Grant Program	15,000.00	3,500.00	15,000.00	0.00	0.00
JC Penney/Grant \$3500					
Professional Services	1,000.00	15.37	309.40	192.30	690.60
aratkand&Niergarth/Audit \$15.37					
Utilities	500.00	389.96	4,504.08	543.65	-4,004.08
TE Energy/Natural Gas \$170.28					
ity of Petoskey/Nov&Dec \$36.15					
AT&T/cell phones \$183.53					
Property Lease	1,000.00	0.00	840.00	1,000.00	160.00
Lot Lease Rental / Debt	80,000.00	80,000.00	80,000.00	80,000.00	0.00
MPA Confs./Mmbshp	1,000.00	0.00	140.07	0.00	859.93
Signs	1,000.00	319.06	319.06	3,129.20	1,800.00
Sign&Design/Signs \$319.06					
Other	0.00	0.00	150.00	0.00	0.00
Total Expenses	347,700.00	125,349.72	379,400.85	380,544.63	-31,700.85
Net	60,000.00	-88,662.89	10,806.29	12,029.37	49,193.71

2010 Parking Budget

2009 Carry Over \$415,300

	2010 Budget	2010 Actual
REVENUE		
<u>Streets</u>		
Michigan	18000.00	
Mitchell	45000.00	
Lake	50000.00	
Bay	18000.00	
Lewis/Rose	3800.00	
Petoskey	22000.00	
Howard	37000.00	
Division	7500.00	
Waukazoo	9800.00	
<u>Lots</u>		
Darling, Michigan 1	22000.00	
Clifton Hotel, Michigan 2	8000.00	
Livery, Michigan 3	5000.00	
Elks, Lake 2	11000.00	
Park Garden, Lake 3	6500.00	
Saville, Bay	13000.00	
Petrie, Mitchell	7000.00	
Total Meters	283600.00	
Fines	52000.00	
Permits	35000.00	
Bags	3000.00	
Tokens	1500.00	
Interest	7000.00	
Meter Sponsorships	2000.00	
Cell Phone Parking	1000.00	
Marketing Revenue	12000.00	
<u>Total Revenue</u>	<u>397100.00</u>	
EXPENSES		
Administrative Fees	9700.00	
Capital Outlay	10000.00	
Conferences & Memberships	1000.00	
Contracted Services	63020.00	
DT Office Operations	115500.00	
Equipment Repair	1000.00	
Façade Grant Program	15000.00	
Lot Lease Rent/Debt	80000.00	
Marketing Services	60000.00	
Materials/Supplies	5000.00	
Professional Services	500.00	
Property Lease	1000.00	
Signs	1000.00	
Uniforms	1000.00	
<u>Total Expenses</u>	<u>363720.00</u>	
Annual Net	33380.00	

**Parking
Monthly Report**

Carry Over from 2009 \$415,700

	2010 Budget	Current Month	YTD	YTD 2009	Budget Balance
REVENUE					
Meters	283600.00	0.00	0.00	0.00	283600.00
Fines	52000.00	0.00	0.00	0.00	52000.00
Permits	35000.00	0.00	0.00	0.00	35000.00
Bags	3000.00	0.00	0.00	0.00	3000.00
Tokens	1500.00	0.00	0.00	0.00	1500.00
Interest	7000.00	0.00	0.00	0.00	7000.00
Meter Sponsorships	2000.00	0.00	0.00	0.00	2000.00
Cell Phone Parking	1000.00	0.00	0.00	0.00	1000.00
Total Parking Revenue	385100.00	0.00	0.00	0.00	385100.00
Marketing Revenue	12000.00	0.00	0.00		12000.00
Total Revenue	397100.00	0.00	0.00	0.00	397100.00
EXPENSES					
Administrative Fees	9700.00	0.00	0.00		9700.00
Capital Outlay	10000.00	0.00	0.00		10000.00
Conferences & Memberships	1000.00	0.00	0.00		1000.00
Contracted Services	63020.00	750.00	750.00		62270.00
				PRCC Contract \$750	
DT Office Operations	115500.00	4,165.15	4,165.15		111334.85
				Wm Thompson/Rent \$500	
				Charter Business/Phone, Internet \$224.39	
				Salaries&Taxes/January 8 \$2,862.65	
				Edward Jones/IRA, January 8 \$48.86	
				B.Cole/Auto Allowance \$25	
				BC-BS/January \$504.25	
Equipment Repair	1000.00	0.00	0.00		1000.00
Façade Grant Program	15000.00	0.00	0.00		15000.00
Lot Lease Rent/Debt	80000.00	0.00	0.00		80000.00
Marketing Services	60000.00	0.00	0.00		60000.00
Materials/Supplies	5000.00	0.00	0.00		5000.00
Professional Services	500.00	0.00	0.00		500.00
Property Lease	1000.00	0.00	0.00		1000.00
Signs	1000.00	0.00	0.00		1000.00
Uniforms	1000.00	0.00	0.00		1000.00
Total Expenses	363720.00	4,915.15	4,915.15		358804.85
Annual Net	33380.00	-4,915.15	-4,915.15		38295.15

**Parking
Monthly Report**



City of Petoskey

Agenda Memo

BOARD: Downtown Management Board

MEETING DATE: January 19, 2010 **DATE PREPARED:** January 13, 2010

AGENDA SUBJECT: Organization of Board

RECOMMENDATION: That the Downtown Management Board elect officers and adopt a schedule of regular meetings for 2010

To meet bylaws provisions, the Downtown Management Board must conduct an annual meeting at which the Downtown Management Board must elect from its members, for one-year terms, a Chairperson and a Vice Chairperson and set its meeting schedule for that year. The Downtown Management Board Chairperson and Vice Chairperson must be the same persons who serve as Downtown Development Authority Board Officers; and meeting schedules in the past year have established Downtown Management Board sessions for 7:00 P.M., on the third Tuesday of each month, or as necessary, at the City Hall, immediately following meetings of the Downtown Development Authority Board, if such Downtown Development Authority Board meetings were required.

dd



BOARD: Downtown Management Board

MEETING DATE: January 19, 2010 **DATE PREPARED:** January 13, 2010

AGENDA SUBJECT: Downtown Management Board Committee Reports

RECOMMENDATION: That the Downtown Management Board hear these reports

Reports could be received from Downtown Management Board committees. The Downtown Director also will present a power point presentation that will report about work that was accomplished during 2009.

dd



City of Petoskey

Agenda Memo

BOARD: Downtown Management Board

MEETING DATE: January 19, 2010

DATE PREPARED: January 13, 2010

AGENDA SUBJECT: Regional Chamber of Commerce Report

RECOMMENDATION: That the Downtown Management Board receive this report

The Petoskey Regional Chamber of Commerce staff will report about downtown activities and status of a written agreement between the Chamber and Downtown Management Board for an operational \$25,000 account as had been approved at the Management Board's November 17, 2009, meeting.

dd



City of Petoskey

Agenda Memo

BOARD: Downtown Management Board

MEETING DATE: January 19, 2010

DATE PREPARED: January 13, 2010

AGENDA SUBJECT: City Staff Report

RECOMMENDATION: That the Downtown Management Board receive this report

The City Manager will provide status reports concerning downtown-area projects and will present Downtown Management Board members with a poster of downtown flower boxes, as compiled by the City Planner, in appreciation for the Board's service to the City.

Also enclosed, as an informational item, is a year-end report concerning Petoskey's "Blueprints for Michigan's Downtowns" program, as required by State law to be prepared annually.

dd
Enclosure

**Year End Reporting
for Blueprints for Michigan’s Downtowns
January 1, 2009 – December 31, 2009**

1. List the businesses that have opened in the Blueprint area in the past year and their respective employment levels.

Mackinaw Trails Winery	2 Full-time	Fustini’s	1 Full-time, 3 Part-time
Threads	1 Full-time 2 Part-time	Emma	1 Full-time, 3 Part-time
Lake Street Dry Goods	2 Part-time	Breath of Life Chiropractic	2 Full-time
Pilates Form	1 Full-time	Cynthia’s Too	2 Full-time
Bay Street Candle Works	1 Full-time 1 Part-time	Arlington Jewelers	2 Full-time

2. List the businesses that have closed in the Blueprint area in the past year and the number of jobs that were lost as a result of the closings.

The Feast	1 Full-time 6 Part-time	Mole Hole	2 Full-time, 1 Part-time
Parkside North	2 Full-time	Phillips Gallery	1 Full-time
The Peddler	1 Full-time	Izone	1 Full-time
Ink Spot	2 Full-time 1 Part-time	Petoskey Gallery	1 Full-time 2 Part-time
Beyond Borders	2 Full-time	Lutheran Social Services	5 Full-time
Contents	2 Full-time		

3. Percentage of total Blueprint area utilized by retail businesses and the occupied/vacant ratio.

Retail Space 47% of total; occupancy of 93%

4. Percentage of total Blueprint area utilized by office businesses and the occupied/vacant ratio.

Office/Service Space 26% of total; occupancy of 87%

Office/Service-Governmental 15% of total; occupancy of 100%

Service – Hotel 5% of total

5. Percentage of total Blueprint area occupied by residential space and the occupied/vacant ratio.

Residential Space 7% of total; residential occupancy is 98%

6. Number of current housing units in the Blueprint area.

67 (one previously uncounted unit added to total)

7. List private sector investment in the Blueprint area over the past year.

Interior and exterior building renovations (14) totaled \$236,832.

8. List local public infrastructure improvements and their respective costs over the last year.

There were no public infrastructure improvements in the downtown during 2009.

9. List current economic tools and incentives used in Blueprint area in the past year.

This was the first year to implement a façade grant program. The program awarded \$15,000 to four (4) different businesses for façade work.

% change in SEV	- 6%
# of new jobs created	22
# of jobs lost	27
# of new businesses created	10
# of businesses that closed	11
\$ new private investment	\$236,832
% change in retail vacancy rates	+2%

% change in office vacancy rates	+6%
% change in residential vacancy rates	NC
% change in number of housing units	+1 ,however, it did exist previously and was missed in the initial count
\$ new public investment	\$ 15,000
\$ DDA Annual Budget	\$439,000